DATABASIS FOR DISK
for Commodore 64 (3.0-3.1) and Commodore 128

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User manual

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Database 3.0 is a very powerful versatile filing system that is surprisingly easy to operate. With this program anyone can catalog data such as addresses, membership administration, record collections etc. It has capabilities such as sorting, searching, correcting, deleting (erasing), printing out charts etc. Also, a large number of printer facilities, printing stickers, printing lines below or next to each other,etc.

LOADING INSTRUCTIONS

Insert the program disk into the diskdrive and type: LOAD 'DATABASE 3.0', 8, then press 'RETURN'.

The computer will reply with the following text:
SEARCHING FOR DATABASE 3.0
LOADING
READY
Type RUN and press 'RETURN'. Now the computer will load the remainings of the program which then will be ready to operate.

STARTING THE PROGRAM

You will have the following options:
F1: Load existing file
F3: Create new file

LOAD EXISTING FILE

When you press the F1 key, the disk-directory will appear on the screen. You now have the following options:
F1: Change disk
The file which you are searching for is on another disk. You change the disk and press F1.
F5: Menu
In case you decide not to load a file after all, press F5 and the program will restart.
F7: Disk command
You wish to enter a disk command, such as:
S0:DB/OLD
Check your disk manual for further information.
F3: LOAD a file
Press F3 and at the bottom of the screen you will read:
NAME:DB/
Now enter the name of the file you want to load, and press 'RETURN'. (Do NOT use abbreviations like 'ADDR*'). On the program disk you will find a number of files as examples. For instance: the file 'ADDRESSES'. The computer screen will reply 'ONE MOMENT PLEASE' (now the file is loading). Next the main menu will appear on the screen. (read main menu section).

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CREATING A NEW FILE

By pressing F3 at the beginning of the program, you choose to create a new file. First you will have to type in a name for your new file. This name will be used when you save your file. It is important that you don't use an excisting filename. E.g. if you have two different address files, name one 'address1' and the other 'address2'

Once you have entered a file name, a card will appear. It is now up to you to make a layout in the way it will best suit your needs. On this card you can specify locations for the entered information to be placed by entering dots (periods). You can also use other characters but only where dots are used information can be placed later. However, other characters don't use extra memory.
Example:

NAME .....
ADDRESS .....
CITY .....
TEL.NR .....

For more examples see the ones on the disk. The number of dots used on your card will specify the quality of characters that can be filed. The more dots, the more characters you can store, but it will mean that less cards (records) can be put into the computer's memory. It is therefore important to classify information using up as little space as possible. Much space can be saved by using codes:
Example:
if for instance you want to state whether an address belongs to a friend, relative, or business relation, you could do this as follows:
KIND OF RELATION:.....
Then filling in the dots with friends, or relative, etc. It would be better to use codes: CODE . (F=FRIENDS, R= RELATIVE, etc.) followed by just entering the code on the dot. If the card is to your satisfaction press F1 and the main menu will appear on the screen.

MAIN MENU.

A chart will appear on the screen stating how many empty cards are left with down below the following list of options:

F1: Insert data
F2: Search/Change data
F5: Print/Sort
F7: Quit/Adjust

In the rest of the program the word 'MENU' is used when referring to the main menu. To get back to the menu one usually only has to press F5. Only in special cases, such as when you send output to the printer when it is not turned on etc., you can return to the main menu by pressing 'RESTORE' while pressing 'RUN/ STOP'.

INSERT DATA

Your previously made card will appear on the screen and you can start filling in new information. You can now also add to the 'COMMENT' section. The 'COMMENT' section is designed to add information that is only used on a few cards, such as extra information to be added to adresses outside the country. If you don't add comments this will not take extra memory. Any card to which you add a comment will use additional memory. When your card is finished, press F1 and it will become part of the resident file. You can repeat this action until you press F5, which will return you to the main menu.

SEARCH/CHANGE DATA

Again your card will appear on the screen with 'WHAT ARE YOU LOOKING FOR?'. You can now fill in all information needed to identify the card(s) you are looking for.
EXAMPLE: if you are looking for someone who has a name starting with an 'H' enter the 'H' next to 'NAME', then press F1. If the program cannot find anyone listed under 'H' then 'NOT FOUND' will appear on the screen. When names with an 'H' are found , the first of these will appear on the screen. You can pass to the next card by pressing F1. If you press F1 without first adding information to look for a specific card, the entire catalog will be shown card by card, by simply pushing F1.

INVERT

Before you start searching you can invert the question 'What are you looking for?' in which case you'll get 'What are you not looking for?'. In some cases this is very useful: For example: You want the cards of all people NOT living in London. Put 'LONDON' next to 'CITY' and one by one (by pressing F1) you will get all the cards of people not living in London.

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CHANGE

If you have found a card that has information that needs updating, press F3 and you can start changing the card. By pressing F7 twice (to prevent mistakes) you could delete a card from your file.

PRINT/SORT

'Print' makes a list of certain parts of information from individual cards on het screen or on the printer. The way this list appears can be changed by making certain adjustments (see Adjusting). The program will ask which lines you want to have printed or displayed on the screen. You can choose these lines by moving the blue bar on the left of the screen by pressing F1 or F3. Use F7 to select the lines. After this the program will ask 'what are you looking for'. This works identically to the search mode. Enter London and all people living in London wil be listed.

SORT

If you choose to sort, a red bar will appear next to the line that the cards are sorted at. By pressing F1 or F3 you can move the bar around. By pressing F7, the program will sort the cards again.

QUIT/ADJUST

There are two ways of quitting:
F1: Save file
F3: Restart database
If you choose to save you'll get the directory again. Now press F3 and the program will save your data. What happens when you save data that had already been saved (for example after changing)? The old file will get a new name on the disk: a '-' will be added behind the old filename. If this filename with '-' already existed then this file will be erased. Then your new file will be saved. In other words: it doesn't matter if you save a file after you changed it, since only the oldest one gets erased, the last version won't be erased in case something goes wrong with the new version of the file (defective disk, accidentally erasing the file, etc)

If you choose 'restart database' all changes after the last save or load will be lost and the program will restart. You can choose to make a new file or to load an old file.

ADJUSTING

Adjustments can be divided into two main groups:
- Adjust printer
- Change file

PRINTING ADJUSTMENTS

A Printer type: Serial/Centronics
Serial: A printer that is connected to the computer, using the serial bus (through the disk-drive). Centronics: A printer is connected to the 'userport' which is located on the left side of the computer backside.

B Adding linefeed: Yes/No
Some printers don't go to the next line automatically, by selecting 'yes' for linefeed a signal will be sent to the printer moving the paper to the next line.

C Used paper: connected sheets/single sheets
Connected sheets: Printing will occur without taking into consideration where one sheet ends.
Single sheet: After printing one page, the program will pause to allow you to put a new sheet in the printer.

D Decrease the number of lines on a page.

E Increase the number of lines on a page.

F Printer fieldnames 'Yes/No'
Example:
Yes:

NAME	JOHNSON
ADDRESS	MAINROAD 27
CITY	LONDON

No:
JOHNSON
MAINROAD 27
LONDON

G Output: Down/Side by side
Example:
Down:
JOHNSON
MAINROAD 27
LONDON

PETERS
SIDEROAD 18
MANCHESTER

Side by side:

JOHNSON	MAINROAD 27 LONDON
PETERS	SIDEROAD 18 MANCHESTER

H Send control codes.
Most printers allow you to use different character sets, print in italics etc. To do this you have to send a code or a few codes to your printer (see your printer-manual). By pressing 'H' you can enter a line of codes seperated by spaces.
Example 27 $1f 17

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CHANGE FILE

The following options are very powerful and therefore dangerous. You can easily delete your data by using for example: 'Delete after a record'. Therefore it is recommended that you save your file before using one of the following options.

I Rename resident file.
The name of the file IN THE COMPUTER is changed. Saving the file will not delete an old file on disk anymore.

J Change record layout.
A powerful option that allows you to change the layout of your records after you have entered the information. It is for example possible to delete the 'birth date' when you are running short of memory, or to add a new field when extra information is needed for each record.

K Clear a line on all records.
You can select a line to be filled with spaces on all records.

L Delete all comment.
Allows you to delete the comment of all records.

M Delete before a record.
First you have to find a certain record. When you got the record you wanted you can use 'F7' to delete all records before the one you indicated.
Example: Your address-file is sorted at name, if you delete before 'JOHNSON', all names from 'A' to 'JOHNSON' are deleted. 'JOHNSON' itself will remain in the file.

N Delete after a record.
Just like 'M', only now the other side of the file is deleted.
Example: Your address-file is sorted at name, if you delete after 'JOHNSON', all names from 'JOHNSON' to 'Z' are deleted. 'JOHNSON' itself is also deleted.

MESSAGE

If any change to the program is made after this manual has been printed, a file named 'MESSAGE' will be put on the disk to inform you of the changes. If this file is on your disk please load and run it.

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